PROP 1B PROJECT CLOSEOUT PROCESS

Begin Closeout
Project Listed as 100% Construction Complete

Program Coordinator requests Final Delivery Report or Supplemental FDR

→

Project Manager or Sponsor prepares FDR/SFDR and uploads report in ODIS

→

Project Manager or Sponsor updates actual benefits and actual bond funding under closeout info tab

→

Program Coordinator reviews and approves report

— Approved →

Program Coordinator will "accept" the FDR/SFDR in ODIS, and migrate the data to the staging site. (See Note 1)

— — — Changes Requested — — —

After report is approved Project Manager or Sponsor will forward a copy to Audits & Investigations and to the Executive Director CTC

→

Audits and Investigations will prepare their reports within 6 months and upload in ODIS (See Note 2)

→

Program Coordinator will "accept" the audit report during the next cycle

→

IT will load data on the External Bond Accountability Web Site
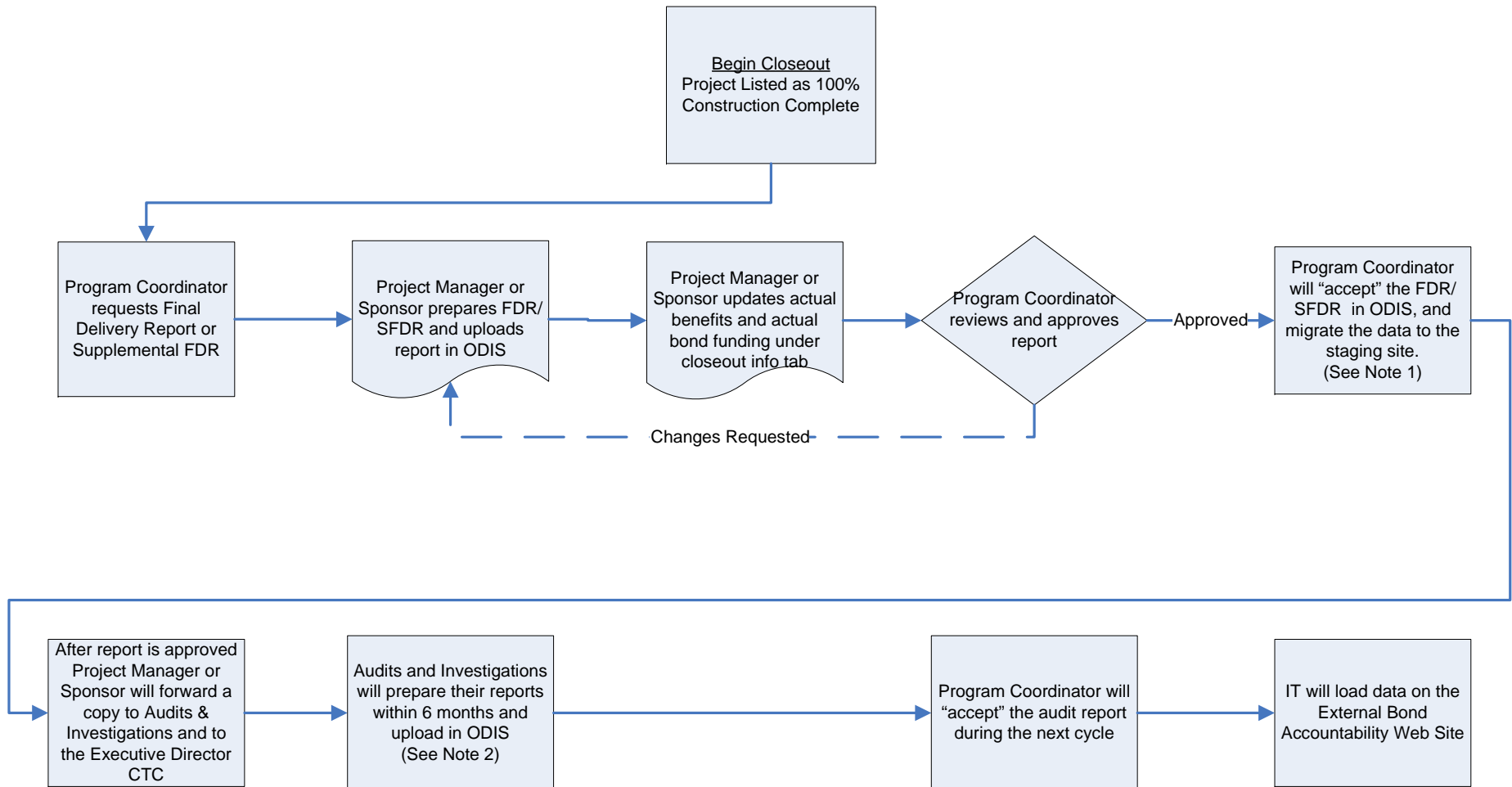
Notes:
1. Program Coordinator will migrate the data when this feature goes live, until that time IT will perform this function
2. Based on the Audit Plan, Audits & Investigations will make the determination if an audit report is required for individual projects.
3. FDR – Final Delivery Report
4. SFDR – Supplemental Final Delivery Report
5. ODIS – Online Data Input System (http://svdtsucp.dot.ca.gov:8084/bondinputprod/LogoffPreAction.do?key=52998562)